

A community news publication of the Arlington, Texas Police Department

## Inside the Records Unit: The Central Repository for Police Documents

**RECORDS UNIT** - Every day of the year, the Arlington Police Department creates volumes of documents.

From accident and offense reports, to criminal history backgrounds, juvenile case files, and interviews with victims, someone has to make sure police records are properly documented, saved and issued according to state law.

In Arlington, it takes a team to manage such a critical mission. That team is known as the Records Unit. Lora Logan manages the nine-member team of full-time civilian employees who are all trained in public records law.

"As a unit, we think of ourselves as customer service specialists," Lora said.

The Records Unit is made up of experienced customer service professionals, a retired school teacher, a former paralegal and medical records assistant. Two are graduates of the city's Customer Service Academy.

In 2014, the Records Unit uploaded nearly 6,000 accident reports, sharing these police documents with a third-party vendor for online customer access.

They issued police reports to close to 800 customers in 2014 and provided criminal history information to 654 people.

Over the past year, this unit has processed more Open Record Requests than ever before. With only six months into the year, they have already processed 2,600 Open Records Requests compared to 2,500 total in 2014.

Team Leads Joyce Manship and Rena Joyner ensure quality support for internal and external customers. Maribel Padron assists customers whose first language is not English.

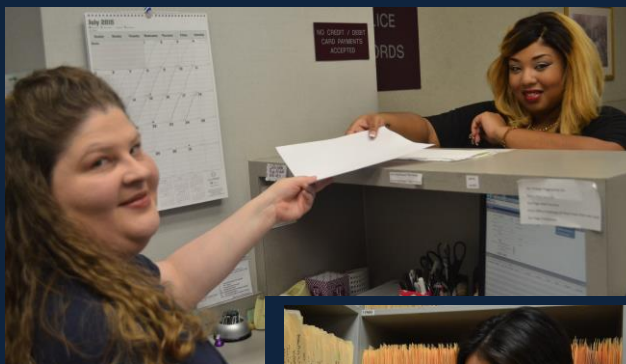
Documents are stored electronically and in file cabinets, on microfilm and archived in secured city-owned buildings.

The Records Unit follows federal law requirements for document retention. Laws also govern the type of information they can release to the public. Open Records Requests, for example, must be produced within 10 business days although timing may vary depending on the facts in a case.

"We're not anything like what you see on TV when a case is solved in one hour," said Joyce Manship. "Yes, we have laws we must adhere to. So, we ask our customers for a little patience. We're here to help."



**Meet the ARLINGTON POLICE DEPARTMENT RECORDS UNIT** - Left to Right (Back Row): Glenda Elmore, Peyman Ali, Kiana Pennywell and Maribel Padron (Front Row - Left to Right) Joyce Manship, Rena Joyner, Margarita Stump and Toni Donaldson. (Not pictured) Jennifer Elerson.



### WHEN YOU NEED A POLICE RECORD:

Submit request at [www.ArlingtonPD.org](http://www.ArlingtonPD.org) or in person at the Ott Cribbs Public Safety Building. Click [here](#) to learn more.





# On Call

## North District

**It's Time to Get Ready for a New School Year!**



A Back to School Fair for Arlington residents who attend school in Mansfield ISD is set for 10 a.m. to 1 p.m.

**Saturday, AUGUST 8** at Summit High School, 1071 W. Turner Warnell Road. School supplies, free hair cuts, health screenings and more!

**AT&T STADIUM** is the location for the Arlington ISD Back to School event on **AUGUST 15**.

Join APD and many other Back to School supporters from across the city for the Resource Fair from 8 a.m. to 1 p.m. For backpacks and school supplies, pre-registration is required. Click [here](http://www.aisd.net/kickoff) or [www.aisd.net/kickoff](http://www.aisd.net/kickoff).

## Community Unveils Park Bench in Honor of Slain Leader

A park bench has been dedicated to commemorate the life of a man who had a profound impact on the Arlington community.

The Reverend Clint Dobson was the pastor of NorthPointe Baptist Church and a member of the inaugural class of the Arlington Clergy and Police Partnership (ACAPP). He was murdered in 2011 during a robbery at his church.

Last month, a custom-made bench and plaque were placed at the Raccoon Pavilion inside River Legacy Park. The park bench was unveiled by members of Rev. Dobson's family.

The dedication was filled with festivities, grilling, singing, dancing and a chili cook-off between ACAPP pastors.

His mother said this is exactly how Clint lived his life.

It was great to see the Dobson family filled with so much joy on this day.

The park bench was made possible by First Baptist Church, NorthPointe Church and ACAPP members. Members of the Hispanic Citizens Police Academy Alumni Association and the Arlington Police Department contributed to the purchase of food for this celebration.



Watch for a new crime prevention highlight every month from the North Police District. Contact Crime Prevention Officer Kimberly Fretwell at 817-459-5589 or [Kim.Fretwell@Arlingtontx.gov](mailto:Kim.Fretwell@Arlingtontx.gov).

# On Call

## South District

**Rain or Shine!**

The 26<sup>th</sup> Annual Communities Against Crime 5K Run & 1 Mile Fun Walk is

**Saturday, Aug. 29.** Benefitting abused and neglected children in Tarrant County

Click [here](http://www.aisd.net/kickoff) to register or call 817-459-5725.



**National Night Out is Tuesday, Oct. 6.**

Click [here](http://www.aisd.net/kickoff) for everything you need to get your neighborhood involved or call the APD Crime Prevention Unit at 817-459-5725.

## Proceeds from Golf Tournament and Hot Dog Sale Supports Police

The Arlington Citizens Police Academy Alumni Association (ACPAAA) hosted its Second Annual Golf Tournament on June 15 at the award-winning Terra Verde Golf Course.

Arlington police officers joined about 70 golfers for a day of competition and camaraderie for a great cause.

This was another opportunity to see and appreciate all the support the ACPAAA gives to the Arlington Police Department and this community year round.

Earlier this summer, this same group of enthusiastic citizens sold hot dogs as a fundraiser. In a continued partnership with Fry's Electronics in the South Police District.

Our success as a police department and as a city is strengthened by the relationships we cultivate with our citizen partners. Thank You!



Watch for a new crime prevention highlight every month from the South Police District. For more information, contact Crime Prevention Officer Timothy Hayden at 817-459-6468 or [Timothy.Hayden@Arlingtontx.gov](mailto:Timothy.Hayden@Arlingtontx.gov).



# On Call

## East District

### End of School Bash Celebrates Summer Fun and Safety

With the summer winding down and a new school year about to begin, the Arlington Police Department reminds everyone to slow down in and around school zones. Watch for children and pedestrians. Don't text and drive.

On June 6, the Arlington Hispanic Citizens Police Academy Alumni Association and Amigos en Azul organized a successful End of School Bash at Carl Knox Park.

More than 200 people from the East Police District community had a great time. The kids enjoyed snow cones, bounce houses, face painting, music and a dunking booth.

The Fire Department and Public Library were also partners in this event, connecting families with valuable information just in time for the summer.

Members of the Citizens Police Academy Alumni Association and the Hispanic Citizen Police Academy Alumni Association assisted with games and prizes as officers grilled hot dogs and interacted with families. A special thanks to the volunteer groups who helped us promote fun and safety for the children and families in the East Police District.



#### Welcome New Officers!

On Friday, July 31, the oath of office was administered to sixteen new officers during a graduation ceremony at Fielder Road Baptist Church. These new recruits will now spend the next 16 weeks in field training. Read more about Police Academy Class #48 in next month's *On Call*.

#### SAVE THE DATE:

Unidos is a Hispanic community outreach program designed to provide assistance to Spanish speaking families in Arlington.

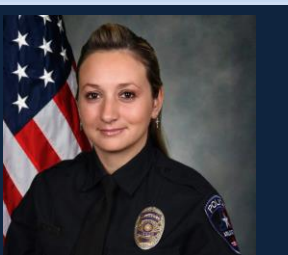
Next Meeting:

**7 p.m. Tuesday, Aug. 7**  
Sam Houston High School

For information, call  
817-459-5725.

Every month, watch for a new crime prevention highlight from the East Police District.

For more information, contact Crime Prevention Officer Natalia Aumedes at 817-459-5817 or [Natalia.Aumedes@Arlingtontx.gov](mailto:Natalia.Aumedes@Arlingtontx.gov).



# On Call

## West District

### A Victim's 9-1-1 Call Uncovers Local Fencing Operation

When a resident in the West Police District saw two men removing tools from his pickup truck, he called 9-1-1 and followed at a safe distance.

West District Patrol Officers responded to the theft in progress call that led them into an apartment complex.

The officers spoke with the victim who pointed them in the direction of the apartment unit where the men were last seen. Officers knocked on the door and saw lights come on, but no one

answered. They set up a perimeter and secured the area while detectives began writing a search warrant.

Within the hour, two men stepped out and were taken into custody.

Detectives interviewed the men and identified them as the two who entered the apartment with the victim's stolen tools.

Once inside, officers were also able to determine that a fencing operation involving stolen property was being operated in this apartment unit.

The actions of the victim combined with the quick response of patrol officers and detectives from the Criminal Investigations Division resulted in arrests and the return of stolen property for many who were victimized by this illegal operation.



#### What's a Fencing Operation?

Fencing is the crime of buying and selling stolen merchandise. It often wears the cloak of secrecy as a legitimate business. Fencing is a crime.

If you suspect a fencing operation in your neighborhood, call 9-1-1 or CrimeStoppers at 817-469-TIPS (8477).

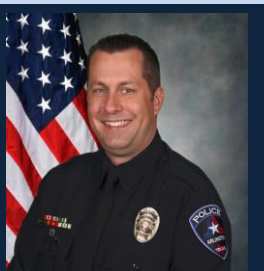


#### Congratulations APD Volunteer of the Month

Emily Turner volunteers in the West Criminal Investigations Division and APD personnel say she brings a cheerful and positive attitude to every task she touches.

Detectives describe her tasks as quite varied. She makes follow up calls to victims of crime and assists the unit with special projects.

She even makes time to be an active Citizen on Patrol member and volunteers with the Skywatch Tower program. Congratulations! Emily Turner is APD's Volunteer of the Month!



Watch for a new crime prevention highlight each month from the West Police District.

For more information, contact Crime Prevention Officer Doug Glotfely at 817-459-6072 or [Doug.Glotfely@Arlingtontx.gov](mailto:Doug.Glotfely@Arlingtontx.gov).



# Police Public Information Officers From Around the Country Train in Arlington

The Public Information Officer (PIO) Section of the International Association of Chiefs of Police gathered in Arlington for the 2015 Mid-Year Conference.

The conference brought 65 Police Public Information Officers from around the globe to the Sheraton Hotel to sharpen their communication strategies.

Participants shared lessons learned from critical incidents that made national headline news.

The West Texas fertilizer plant explosion, the officer involved shooting death of Michael Brown in Ferguson, Missouri and the murder of Navy Seal Chris Kyle in Erath County were among the crisis incidents explored during the three-day conference.

PIOs discussed current trends in traditional news media reporting with a panel of local journalists. Other sessions explored new and innovative social media strategies and video production techniques.

The conference provided plenty of networking opportunities along with social outings at Globelife Park, Babe's Chicken and Dinner House and Six Flags Over Texas.

"It is through forums like this we can bring inspired people together to ensure that all police PIOs remain at the cutting edge of progress and innovation," said Police Chief Will Johnson.

The Arlington Police Department Media Office was proud to serve as co-host of the 2015 IACP PIO Mid-Year Conference along with the Fort Worth Police Department Media Office.



## Police Lieutenant Directs New Mentor Program

During interviews with television news reporters on July 15, APD Lieutenant Tarrick McGuire recalled the moment he realized his ability to positively change a person's life.

The young man he'd arrested for drugs several months ago was knocking on his patrol car window. He was wearing a white uniform from his place of employment.



Lt. McGuire talks with FOX 4 News about the MAY program.

"I rolled down my window and the man asked me if I remembered him," Lt. McGuire told reporters.

"He said, 'I got myself a job, I have a child and I'm doing something with my life.'"

Lt. McGuire remembered him. He also recalled the conversation they had during the transport to the City Jail.

"Our conversation was about his future. What I told him had a profound effect on him. He said, I changed his life."

This encounter led Lt. McGuire to find a way to positively influence the lives of more young men in need of guidance.

With the support of Chief Will Johnson, Lt. McGuire developed the Mentoring Arlington Youth program, an 18-month life skills curriculum especially for young men. He has spent the past few months recruiting officers and

community leaders to join him.

Mentors will lead workshops on leadership and team building and set aside quality time for their mentees.

The Man's Shop and a host of other local businesses are signing on to host interactive personal enrichment sessions

At the main station, Sgt. Curtis Petties coordinates the training component of the MAY program, connecting with the National Mentoring Partnership in Washington D.C. for mentor training tools and support.

With the Arlington ISD and the Arlington Municipal Court Juvenile Case Manager Diversion Program as strategic partners, the MAY program is on schedule to begin as a pilot in Oct. 2015 for about 10 seventh and eighth grade boys attending Workman Junior High School. Read [more](#). To get involved, click [here](#) or call 817-459-5830.

## In Case You Missed It!

### ... And The Rockets Red Glare



Independence Day at Globelife Park held a special meaning for Sergeant Ray Polk. He was invited to sing the National Anthem before a sold out crowd and a nationally televised audience of major league baseball fans across the world. Sgt. Polk is no stranger to the stage. In 2005, he auditioned for American Idol and advanced to the national competition to finish in the Top 100. In case you missed his performance on July 5, click [here](#) to watch. Sgt. Polk is assigned to the East Patrol District.



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Send story ideas and comments to:

817-459-5384 or [Cheryl.Carpenter@Arlingtontx.gov](mailto:Cheryl.Carpenter@Arlingtontx.gov)

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